

MENTORING SESSION #52

Name of Protégé _____
Name of Mentor _____
Date of Session _____

“That’s right. ‘Taint yours, and ‘taint mine’.”

Mark Twain

PROFESSIONAL:

Core area of focus: Resource Management

Subject: Government Purchasing Card (GPC) and Unfunded Requests

Bring to the session: - Samples of Unfunded Requests
- Local Chaplain Fund Operating Instruction

1) Review and discuss local Chaplain Fund Operating Instructions pertaining to the use of the Government Purchasing Card.

- a. Differentiate between the appropriated and non-appropriated fund GPC.
- b. Discuss roles and responsibilities of the faith group advisor and the accounting technician in the accountability of the GPC.
- c. Discuss appropriate and inappropriate the use of the GPC pertaining to purchasing limits and type of items being purchased.
- d. Review the process of issuing and distributing GPCs.

2) Discuss the importance of early planning and submission of unfunded requirements.

- a. Review proper guidelines for effective justification.
- b. Identify appropriate and inappropriate unfunded requests.

PERSONAL:

What is the role of trust in a fiduciary relationship?

NEXT SESSION DATE and TIME: